

This document contains the text of Secretary of the State regulations concerning

**State Register and Manual**  
(Sections 3-90-1 to 3-90-2)

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In the event of inconsistency between this document and the text of the official printed edition of the *Regulations of Connecticut State Agencies*, the text appearing in the printed edition shall serve as the official version.

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## State Register and Manual

### Sec. 3-90-1. Publication and distribution

The Secretary of the State shall publish annually the Connecticut State Register and Manual and shall charge \$10.00 per soft-bound manual and \$19.00 per hard-bound manual, except for the following state agencies and officers, to whom the following number of soft-bound manuals shall be distributed annually without charge:

- (a) Forty (40) copies to the Office of the Governor.
- (b) Four (4) copies to the Office of the Lieutenant Governor.
- (c) Sixty (60) copies to the Office of the Secretary of the State.
- (d) Forty (40) copies to the Office of the Treasurer.
- (e) Forty (40) copies to the Office of the Comptroller.
- (f) One hundred (100) copies to the Office of the Attorney General.
- (g) Two hundred (200) copies to the Office of Legislative Management.
- (h) One (1) copy to each Secretary of the State of the other states.
- (i) Eight (8) copies to each United States Senator and four (4) copies to each Representative in Congress from this state.
- (j) One (1) copy to each State Senator and Representative.
- (k) One (1) copy to each Supreme Court Justice, Appellate Court Judge, Superior Court Judge, and Judge of Probate.
- (l) One (1) copy to each state's attorney, county sheriff, mayor of a city, and warden of a borough and one (1) copy to the Connecticut State Sheriffs Association.
- (m) One (1) copy to each town clerk and registrar of voters.
- (n) One (1) copy to each superior court clerk and geographical area court clerk.
- (o) Six hundred sixty (660) copies to the state librarian to be distributed to other states and foreign countries and to the law and the public libraries of this state.
- (p) Two hundred ninety (290) copies to the Commission on Official Legal Publications.
- (q) Two thousand (2000) copies to the Department and Board of Education to be distributed by it to the schools of this state.
- (r) One thousand three hundred eighty-seven (1387) copies to be distributed among the state departments, agencies and commissions, for distribution to the employees designated by each state department, agency or commission as follows:
  - (1) Two (2) copies to the State Board of Accountancy.
  - (2) Sixty-four (64) copies to the Department of Administrative Services.
  - (3) Twelve (12) copies to the Department on Aging.
  - (4) Ten (10) copies to the Department of Agriculture.
  - (5) One (1) copy to the Connecticut Agricultural Experiment Station.
  - (6) One (1) copy to the Advisory Commission on American Francophone Cultural Affairs.
  - (7) One (1) copy to the American Legion Auxiliary and three (3) copies to the American Legion.
  - (8) Two (2) copies to the Commission on the Arts.
  - (9) Forty (40) copies to the Auditors of Public Accounts.
  - (10) Twelve (12) copies to the Department of Banking.
  - (11) Two (2) copies to the Centrex Operators.
  - (12) Forty (40) copies to the Department of Children and Youth Services and one (1) copy to the Commission on Children.
  - (13) Two (2) copies to the Office of Claims Commissioner.
  - (14) Two (2) copies to the Codes and Standards Committee.
  - (15) One (1) copy to the Commission on Connecticut's Future.
  - (16) Twenty-four (24) copies to the Department of Consumer Protection.

- (17) Fifty-two (52) copies to the Department of Correction.
- (18) One (1) copy to the Courts Diagnostic Clinic.
- (19) Six (6) copies to the Criminal Justice Commission.
- (20) Three (3) copies to the State Commission on the Deaf and Hearing Impaired.
- (21) Two (2) copies to the Connecticut Development Authority.
- (22) Twenty (20) copies to the Department of Economic Development.
- (23) Two (2) copies to the Board of Education and Services for the Blind.
- (24) Two (2) copies to the State Elections Enforcement Commission.
- (25) One (1) copy to the Bureau of Statewide Emergency Telecommunications.
- (26) Two (2) copies to the Employment Security Board of Review.
- (27) Fifty (50) copies to the Department of Environmental Protection.
- (28) Two (2) copies to the State Ethics Commission.
- (29) Two (2) copies to the Commission on Fire Prevention and Control.
- (30) Two (2) copies to the Freedom of Information Commission.
- (31) Three (3) copies to the Governor's State Information Bureau.
- (32) One (1) copy to the Greater Hartford Flood Commission.
- (33) Two (2) copies to the Connecticut Hazardous Waste Management Service.
- (34) Fifty-six (56) copies to the Department of Health Services.
- (35) One hundred two (102) copies to the Board of Higher Education.
- (36) One (1) copy to the State Historian.
- (37) Three (3) copies to the Connecticut Historical Commission.
- (38) Fourteen (14) copies to the Department of Housing.
- (39) Ten (10) copies to the Connecticut Housing Finance Authority.
- (40) Twenty-four (24) copies to the Department of Human Resources.
- (41) Five (5) copies to the Commission on Human Rights and Opportunities.
- (42) Forty (40) copies to the Department of Income Maintenance.
- (43) One (1) copy to the Connecticut State Office of Information and Technology.
- (44) Two (2) copies to the Institute of Public Service.
- (45) Eight (8) copies to the Department of Insurance.
- (46) One (1) copy to the Judicial Selection Commission.
- (47) Forty (40) copies to the Department of Labor.
- (48) Eight (8) copies to the Department of Liquor Control.
- (49) One (1) copy to the Marine Research Laboratory.
- (50) Two (2) copies to the Office of the Medical Examiner.
- (51) Fifty-two (52) copies to the Department of Mental Health.
- (52) Twenty-four (24) copies to the Department of Mental Retardation.
- (53) Two (2) copies to the Metro North New Haven Rail Commuter Council.
- (54) Eight (8) copies to the Military Department, one (1) copy to the Selective Service and eight (8) copies to the Office of Emergency Management.
- (55) Fifty-two (52) copies to the Department of Motor Vehicles.
- (56) One (1) copy to the Museum of Natural History.
- (57) Three (3) copies to the Permanent Commission on the Status of Women.
- (58) Sixteen (16) copies to the Office of Policy and Management.
- (59) Two (2) copies to the Probate Court Administrator.
- (60) Two (2) copies to the Connecticut Product Development Corporation.
- (61) Three (3) copies to the State Properties Review Board.
- (62) One (1) copy to the Psychiatric Security Review Board.
- (63) Twelve (12) copies to the Chief Public Defender.
- (64) One hundred (100) copies to the Department of Public Safety and State Police.
- (65) One (1) copy to the Public Transportation Commission.
- (66) Ten (10) copies to the Department of Public Utility Control.

- (67) Six (6) copies to the Regional Councils of Government, to be distributed among them.
- (68) Twenty-six (26) copies to the Regional Planning Agencies, to be distributed among them.
- (69) Two (2) copies to the Connecticut Resources Recovery Authority.
- (70) Forty (40) copies to the Department of Revenue Services.
- (71) One hundred sixty (160) copies to be retained by the Secretary of the State for distribution to unaffiliated agencies and officers, upon written request.
- (72) Two (2) copies to the Connecticut Siting Council.
- (73) Eight (8) copies to the Soldiers', Sailors', and Marines' Fund.
- (74) Fourteen (14) copies to the Division of Special Revenue.
- (75) Three (3) copies to the Teachers' Retirement Board.
- (76) Thirteen (13) copies to the Regional and Municipal Transit Districts, to be distributed among them.
- (77) One hundred (100) copies to the Department of Transportation.
- (78) Eight (8) copies to the Unemployment Compensation Commission.
- (79) One (1) copy to the United States Constitution Bicentennial Commission.
- (80) Three (3) copies to the Veterans of Foreign Wars, Department of Connecticut.
- (81) Three (3) copies to the Department of Veterans Affairs.
- (82) One (1) copy to the Commission on Victim Services.
- (83) Eight (8) copies to the Workers' Compensation Commission.
- (s) The Secretary of the State shall distribute annually soft-bound copies of the State Register and Manual, without charge, to the clerks of the various towns and cities, for distribution by the clerks to town and city officers. The number of copies each town or city shall receive shall be determined by the following schedule:

<u>Population</u>	<u># of Copies</u>
Between 0 and 10,000	5
Between 10,000 and 15,000	10
Between 15,000 and 20,000	15
Between 20,000 and 25,000	20
Between 25,000 and 30,000	25
Between 30,000 and 35,000	30
Between 35,000 and 40,000	35
Between 40,000 and 45,000	40
Between 45,000 and 50,000	45
Over 50,000	50

(t) The Secretary of the State shall retain two hundred and fifty (250) hard-bound copies of the State Register and Manual for distribution, without charge, to officers and agencies of government, whether state, federal or foreign, at the discretion of the secretary.

(Effective September 24, 1982; amended September 21, 1983; amended April 19, 1984; amended April 23, 1990)

### **Sec. 3-90-2. Retail sale of the Connecticut State Register and Manual**

(a) The Secretary of the State may sell copies of the State Register and Manual through an agent or agents engaged in the retail sale of books and/or related materials. Copies sold to such agents shall be discounted 40% from the prices specified in Section 3-90 of the Connecticut General Statutes. No discount may be offered for orders of fewer than five copies.

The foregoing notwithstanding, the discounted unit price cannot be lower than the actual unit cost of production as determined by printer's charges.

(b) Designation of such agents will be made at the sole discretion of the Secretary of the State. All orders from such designated agents shall be placed on the agent's order form and be

accompanied by payment for all copies ordered. All sales to such agents shall be final. Unsold items may not be returned for credit or refund.

(Effective September 17, 1992)